

Newington College



**Credit Card Authority**  
(monthly instalments)

Request and Authority to charge the credit card below to pay Newington College

**Request and Authority to charge**

**Family Account Number:** \_\_\_\_\_

**Parent/Guardian surname:** \_\_\_\_\_

**Given names:** \_\_\_\_\_

**Student's name(s):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Insert details of credit card to be charged**

**Card type (please circle):** Visa / MasterCard

**Name on card:** \_\_\_\_\_

**Card Number:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Expiry Date:** \_\_\_\_ / \_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Acknowledgment**

By providing a valid Credit Card Authority, I hereby authorise Newington College to process a transaction to automatically debit my nominated credit card for the total amount of the tuition fee invoice received from the College in accordance with the Service Agreement (see over).

**Voluntary Building Fund**

Newington College greatly appreciates donations received for the Voluntary Building Fund. Many of the College's facility upgrades are only achievable with generous support from the Newington Community. If you wish to donate to the tax deductible Building Fund, please nominate your annual gift below:

Once yearly (total of \$200) – debited in April

Twice yearly (total of \$400) – \$200 debited in April and July

Three times a year (total of \$600) – \$200 debited in January, April and July

Other amount - please specify amount: \$ \_\_\_\_\_

please specify frequency: \_\_\_\_\_



## AUTOMATED CARD PAYMENT AUTHORITY SERVICE AGREEMENT

### THE COLLEGE'S COMMITMENT TO YOU

1. The information provided relating to your nominated financial institution will not be provided to any other person without your consent other than your financial institution or unless required to do so by law.
2. The College will provide you with a detailed tuition fee invoice confirming the payment to be debited prior to any charges being made against your credit card.

### YOUR COMMITMENT

In signing the Automated Card Payment Authority, you agree:

1. to allow Newington College to draw your payment as provided on the College's invoice from the account described in the Automated Card Payment Authority;
2. to ensure the account you nominate will contain sufficient clear funds to allow the automated card payment to proceed;
3. to advise the College if the nominated account is closed or the account details (including expiry date) change;
4. to arrange a suitable alternative payment method if the Automated Card Payment Authority arrangements end for any reason; and
5. to check your tuition fee statement against items in your card account statement.

### YOUR RIGHTS

We will continue to use your Credit Card Authority until your son ceases at Newington College or until you cancel the Authority.

You may cancel your Automated Card Payment Authority at any time by writing to the College.

The College will need at least 7 working days notice to alter any details on the Automated Card Payment Authority or to cancel the debit arrangement completely.

If you believe an automated card payment transaction has been initiated incorrectly, please contact the College as soon as possible.

